

STOP BEFORE YOU PROCEED!!!

It is very important that prospective Mobile Food Unit applicants be aware of all the sanitation, safety and construction specifications required by the City of Longview.

The applicant must be able to show or certify that their Mobile Food Unit is commercially built or certified by a professional business. The Mobile Food Unit must comply with the rules and regulations stated in the City of Longview Code of Ordinance Chapter 46 and the Texas Food Establishment Rules that apply to Mobile Food Units.

Applicants that are building a new Mobile Food Unit or remodeling an old unit must submit Professional Construction Plans to the City of Longview. These plans will be reviewed for compliance by the Environmental Health Division, Building Inspections Department and the Longview Fire Department. If the submitted plans or the physical unit inspection does not meet the construction requirements outlined in the City of Longview Ordinance Chapter 46 and the Texas Food Establishment Rules, the Mobile Food Unit Application will be declined and the applicant will not be permitted to operate in the City of Longview.



MOBILE FOOD UNIT GUIDELINES/REQUIREMENTS

A mobile food unit vehicle (MFU) is defined as a commercially-manufactured, towed trailer or motorized self-contained food service operation designed to be readily movable in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution. Mobile units must completely retain their mobility at all times.

Requirements for a MFU permit:

- Approved Central Preparation Facility/Commissary location and a commissary approval form if contracting for services
- Letter of authenticity for the unit (attesting to compliance with all physical specifications in Texas Administrative Code Title 25, Part 1, Chapter 228, Subchapter 221: Mobile Food Units as well as specific adopted requirements of the City of Longview regarding Electrical and Fire Safety.
- Registered food service manager certificate
- Approved mobile food application
- Unit vending itinerary with written property owner authorization
- Unit passing physical permitting inspections conducted by City Department
- Texas sales and use tax permit

Central Preparation Facility/Commissary Requirement

A Central Preparation Facility or Commissary is defined as a facility that is an approved and permitted retail food establishment at which food is prepared, stored, and wrapped, and the Mobile Food Unit is supplied with fresh water and ice; and emptied of waste water into a proper waste disposal system, and cleaned, including washing, rinsing, and sanitizing of those food-contact surfaces or items not capable of being immersed in the MFU utensil-washing sink. The Central Preparation Facility or Commissary serves as an operating base for a mobile food unit and is where the MFU will be stored, parked serviced, cleaned, supplied, and maintained. All Central Preparation Facilities or Commissaries **MUST** be located within the city limits Longview and be permitted and inspected by the City of Longview Environmental Health Division. **Home based operations are not allowed.** All mobile food units must report at least once a day to a commissary where:

- The unit is properly cleaned and serviced.
- All food contact surfaces are washed, rinsed and sanitized.
- Sewage and other liquid waste is properly disposed.
- The unit receives potable water necessary to operate.
- Food served from the mobile food unit is stored, handled or prepared.



- Single service articles are properly stored.
- The MFU is stored over night when out of service.
- When out of service the unit is stored at a commissary.

-- MOBILE FOOD UNITS WANTING TO STORE THEIR MOBILE UNIT AT A COMMERCIAL FACILITY OTHER THAN THEIR COMMISSARY OR NEEDING TEMPORARY APPROVAL TO NOT RETURN TO THEIR COMMISSARY MUST GET A VARIANCE FROM THE CITY OF LONGVIEW ENVIRONMENTAL HEALTH DEPARTMENT.

*****Note:** *If you do not own your own commissary, you must secure a Longview Commissary Approval Form and have it filled out completely by the commissary owner. The approval form must be signed by the commissary owner and a copy of the approval form must kept on the mobile food unit at all times***.*

Mobile Food Unit Review and Inspection

All mobile food unit must go through a physical inspection and review if the unit is:

- applying for initial permit with City of Longview
- converted from another use
- remodeled, or
- without a valid permit for more than 1 year.

The inspection and review process is used to determine if the MFU meets all the sanitation and safety specifications required by the State of Texas and the City of Longview. If the MFU requires a plan review, it must pass the plan review before the unit will be inspected. If additional work is required on the mobile food unit it must pass a final inspection before the unit will be approved. The inspection and review fee for a MFU is a non-refundable \$200.

Initial Permitting Process

A valid Mobile Food Unit permit must be obtained in person prior to operating inside the City of Longview. Prior to approval of a MFU permit vendors must submit all required permit application documents for review, undergo all required physical inspection of the mobile unit and provide payment of any necessary fees. Physical inspections of units must be performed prior to submittal of all required paperwork however units will need to be present at the time of final approval and permit issuance. Permits may not be issued until the application review process results in approval verification of all required documentation, approval of all physical unit inspections and payment of all necessary fees. Permits expire annually; on December 31st permit fees will be prorated on the day the mobile unit is approved.

Type of MFU Available

Vendors seeking to obtain a MFU permit will be applying for either a restricted MFU permit or an unrestricted MFU. The distinction between these 2 types is described as follows:

Restricted Mobile Food Unit-refers to a mobile food unit offering only pre-packaged



foods. Under this type of permit no open food preparation or handling may occur. All food items including beverages and condiments must be pre-packaged at an approved food establishment or come prepacked from an approved source. This type of unit is not required to have sinks.

Unrestricted Mobile Food Unit-refers to a mobile food unit offering food that is packaged or pre-packaged on the MFU itself. This type of mobile food unit requires potable and waste water systems including a 3-compartment sink and a separate hand sink. All sinks must have hot and cold water available at all times.

Mobile Unit Design and Equipment Requirements:

1. Floors of the unit must be constructed of durable, easily cleanable material, including, but not limited to, anodized aluminum, stainless steel, or tile. All junctures must be properly sealed. All service lines and pipes must be installed off the floor to allow for easy cleaning.
2. Walls of the unit must be durable, easily cleanable, non-absorbent and light in color. Minimum all materials include, but not limited to, aluminum or fiberglass reinforced plastic (FRP). Walls at vent hood and grill areas must be coved with stainless steel panels. Wall covering must be installed to cover the entire height of each wall. Stud and utility lines may not be unnecessarily exposed on the wall or prevent cleaning.
3. Ceilings of the unit must be light in color, non-absorbent, and easily cleanable. The height over the aisle-way portion of the unit must be at least 74 inches and unobstructed. Joints and rafters may not be exposed.
4. The cab of the unit must be physically separated from the food preparation area, with seats designated for the cook and any passengers located outside of the food preparation area. Aisle space must be unobstructed and at least 30 inches wide.
5. Construction joints must be tightly fitted and sealed with no gaps or voids, and all sealant, solder, and weld joints located in the food contact areas must be smooth and approved for food contact surfaces.
6. All equipment and utensils must meet or exceed the standards published by the National Science Foundation (NSF).
7. All equipment must be placed, installed, stored, and secured on the unit in a manner that allows for thorough cleaning and sanitizing around the equipment.
8. Floor-mounted equipment must be sealed directly to the floor or securely installed on legs to provide a six-inch clearance under the equipment. Counter-mounted equipment must be sealed directly to the countertop or securely installed to provide a four-inch clearance under the equipment.



9. Cooking equipment must be properly vented. An automatic fire suppression system approved by the Longview Fire Department must be provided over cooking surfaces that require exhaust ventilation. Deep fryers, steam tables, and similar equipment must have covers with secured latches while the unit is in motion.

10. The unit must be equipped with mechanical refrigeration equipment if potentially hazardous food is stored, prepared, or served on the unit. The refrigeration equipment must have at least 15 cubic feet of usable storage space. All refrigeration must be commercial grade.

11. Adequate lighting must be provided using light bulbs that are completely enclosed in plastic safety shields or the equivalent.

12. All outer openings to the food service area of the unit must be insect and rodent proof. Screens are required to be tight fitted with a maximum of 16 mesh per square inch.

13. Entrance doors and service windows to the food preparation area must be kept closed when not in use, unless proper screens are utilized.

14. The unit must be equipped with a power source that is capable of handling the power demands of the vehicle and equipment while the vehicle is stopped or in motion. The power source must be permanently installed in an area that is completely separated from food preparation and food storage areas and must be accessible for proper cleaning and maintenance.

Mobile Unit Plumbing Requirements:

1. Unit must be equipped with a permanently installed water supply tank with a minimum capacity of 30 gallons.

2. A water heater must be provided that is capable of heating water to at least 110°F. The water heater tank is required to be a minimum of three gallons.

3. The unit must be equipped with a stainless steel, three-compartment sink. Sink compartments shall be large enough to accommodate immersion of the largest piece of equipment or utensil.

4. The unit must be equipped with a stainless steel hand wash sink that must be fully accessible and separated from the ware-washing by a splashguard. Handwashing sinks are required to have a soap and paper towel dispenser in close proximity.

5. All sinks must provide a minimum water pressure of one gallon per minute.

6. All liquid waste must be properly drained into the units' liquid waste retention tank. The retention tank must be permanently installed and at least 15 percent larger than the potable water supply tank.



Mobile Unit Operational Requirements:

1. All operators of mobile food units must have a current driver license issued or recognized by the State of Texas and proof of Liability Insurance.
2. Mobile food preparation units must have a current Registered Food Service Manager on-site during food service operations. All other employees working in the food service area must have current Food Handler registration.
3. Each unit must have a copy of their daily vending itinerary. The Environmental Health Division must be advised of any itinerary changes 48 hours prior to the change. Schedules/Stops must be accurate to within 30 minutes. The name, address and telephone number of the owner of the premises must be provided.
4. The unit must maintain a written agreement with each vending location's property owner/manager granting permission to provide access to toilet facilities for the food service employees. (If they are going to be at the same location for more than 2 hours).
6. Cooking must not be conducted while the unit is in motion.
7. Only fast-cooked food items may be prepared on a mobile food preparation unit. Raw poultry or seafood may be prepared on the unit only if it's frozen and breaded and goes directly from the freezer into a fryer. Variances to this requirement may be obtained from the City of Longview Environmental Health Division.
8. All leftover food products must be stored at the commissary with proper date marking and under proper temperature control or be discarded.
9. Ice used for drinks must be properly dispensed and drained into a liquid waste retention tank.
10. Food and single service articles must be properly protected and stored at least six inches above the floor.
11. Garbage containers must have tight fitting lids and be kept closed when not in use.
12. All equipment, food and single service items must be stored on the mobile food unit and not in the mobile unit cab or the towing vehicle.



Longview Fire Department Mobile Food Unit Guidelines/Requirements

Liquid Petroleum Gas (LPG):

1. A valid invoice from a Certified Master Plumber indicating an annual pressure/ gas test has been successfully completed. This will be required for initial permitting in addition to ongoing permit renewal.
2. LPG piping shall be of an approved, labeled and listed type for use with the cooking appliances. Rubber type hoses shall not be allowed. All piping shall be in accordance with the most recently published NFPA 58 and shall be protected against physical damage.
3. Food Truck- Maximum of 200 gallons LPG located in an ASME motor fuel cylinder within a vented compartment and located in front of the rear bumper and behind the front axle.
4. Food trailer- Maximum of 200 gallons LPG located outside, but mounted upon the trailer in a protected location, must be mounted in front of the rear bumper in a vented compartment.
5. LPG cylinders shall not exceed 100 pounds.
6. LPG cylinders shall have an approved label and listed shut-off valve.
7. All LPG cylinders shall be protected from damage and secured with a solid bracket.
8. The storage of LPG cylinders inside trucks and/ or trailers is prohibited.
9. All valves must be turned off when appliances/ cylinders are not in use.
- 10. "No Smoking" signs shall be posted. Additionally, the signage should be visible near any propane containers.**

Electrical:

1. Extension cords shall not be utilized, nor are they a substitute for permanent wiring.
2. An appropriate sized power supply cord with corresponding connections will be allowed. The cord will be sized according to the vehicles electrical demands.
3. Appliances shall be plugged directly into electrical outlets.
4. All electrical outlets within six feet of a wet location shall be ground fault circuit interrupter (GFCI) protected. All exterior outlets shall be GFCI protected.

**Fire Extinguishers:**

1. All fire extinguishers require an annual inspection by a Texas licensed Fire Extinguisher Company. Required extinguishers must be properly mounted and readily accessible.
2. At least one portable extinguisher of the 2A10BC rating shall be accessible to the interior of the food truck/ Trailer.
3. Units utilizing oil/ grease fryers are required to have a Class K fire extinguisher on the unit.

Fire Suppression System:

1. Food Trucks/ Trailers which perform cooking operations that produce grease laden vapors shall be provided with a Type I hood with ventilation.
2. Type I hoods shall be protected by a UL 3200 or UL 300A fixed fire extinguishing system.
3. A Biannual system inspection is required for all fire suppression systems by a Texas licensed fire suppression company.
4. All cooking surfaces and hoods are to be kept clean to prevent grease build-up.

Cooking Equipment and Appliances:

1. All cooking appliances shall be of an approved type. Listed and labeled for the intended use. Propane appliance can be approved by the following testing labs: UL, CSA, CGA, AGA and/ or ETL.
2. Cooking appliances shall have an approved, labeled and listed on-off valve.
3. All appliances shall be installed according to the manufactures instruction.
4. Water heaters or hot water tanks shall be installed in accordance with the International Plumbing Code and manufacturer's installation instructions and shall include venting of the tank.

Fire Lanes/ Fire Access and Drive Ways:

1. Food Trucks/ Trailers shall not park in marked fire lanes. They shall not block fire department access or drive ways that serve as access.

Prohibited Cooking:

1. Solid fuel cooking is prohibited with the exception: The cooking device is listed and approved for mobile food cooking applications.
2. Coleman Stove or equivalent are prohibited.



City of Longview Environmental Health Services Division

P.O. Box 1952 Longview, TX 75606; Walk-in Location: 410 S. High Street (8am-5pm Mon. thru Fri)

Phone 903-237-1285 Fax 903-237-1289

LongviewTexas.gov

Application for MOBILE FOOD UNIT Permit

NOTE: This application packet must be filled out completely and turned in with copy of proof of Texas sales and use tax permit and copy of current and valid identification card for owner and any applicable responsible parties. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Application for a permit to operate does not guarantee that a permit will be granted. Permit approval is based upon the establishment or mobile food unit's compliance with state and local health requirements. **MOBILE UNITS MUST BE PRESENT TO ISSUE PERMIT.** In the event a permit is not issued, the permit fee may be refunded. The application fee is non-refundable. No refunds for any reason after 180 days from receipt of payment. **PERMITS ARE NON-REFUNDABLE AND ONLY VALID FOR ONLY OPERATING WITHIN THE CITY OF LONGVIEW.**

Type of Mobile Vending Permit (✓ 1 box only): ☐ Unrestricted (open foods) ☐ Restricted (pre-packaged foods) ☐ Limited Service (frozen foods, popsicles)

Mobile Food Unit Name: _____

Mobile Food Unit Owner's Name: _____ Phone #: _____

Additional Responsible Party (if applicable): _____ Phone #: _____

Owner's: _____
Address City State Zip Code

Date of Birth: _____ Personal Identification Number/State: _____

E-mail Address: _____ Number of Employees: _____

Mail Renewals to: _____
Address City State Zip Code

Business Type: ☐ Proprietorship, ☐ Partnership, ☐ Corporation

Mobile Food Unit Type: ☐ Motor Vehicle, ☐ Trailer, ☐ Pushcart

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ License Plate #: _____ State: _____ Vin # _____

Name of Commissary or Central Preparation Facility (CPF): _____

Address City State Zip Code

Phone #: _____ Owner/Responsible Party's Name: _____

Types of Food to be Offered: _____

The mobile food operation must submit all required documents, pass all physical inspections, provide fee payments and hold a permit to legally operate. Permit expiration date is December 31st. Annual permit fees are based on the type of operation, and are as follows:

City of Longview:

Limited Service Permit Fee.....\$75

Restricted Permit Fee\$200

Unrestricted Permit Fee\$250

Application Fee\$200

All of the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the orders and ordinances of the City of Longview, and shall be subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors.

Owner/Responsible Party Signature

Printed Name

Date

Office Use Only

Date Received: _____ Amt. \$ _____ Check #: _____ Received By: _____ Receipt #: _____ RSN#: _____

City permit fees may be made w/cash, check, money order or credit card. Please make fees payable to the City of Longview, either in person or at the above address location.



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Mobile Food Unit Itinerary Sheet

All City of Longview Mobile Food Vendors are required to submit and maintain a current itinerary sheet detailing all vending locations, hours of operations at these locations and Commissary/Central Preparation Facility (CPF) service visits. If any changes are to be made regarding the itinerary on file (i.e. changes to vending locations, times, or commissary visits) then an updated itinerary must be submitted to this department 48 hours prior to enactment of the changes. **Failure to maintain a current and valid itinerary with this department MAY result in permit suspension and/or legal charges being filed.**

Mobile Vending Unit Name (**print**): _____

Owner's Name (**print**): _____

Owner's Contact Phone Number: _____

Itinerary Valid from the Following Dates: _____ to _____ Page: _____ of _____

List prepared or pre-packaged food served: _____

Vending Location Address	Days at This Location (circle all that apply)	Start Time	Stop Time
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
Commissary or CPF Service Visit	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
Commissary or CPF Service Visit	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM

(Please submit additional itinerary pages if needed.)

Owner/Responsible Party Signature

Printed Name

Date

For Office Use Only

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LongviewTexas.gov/FoodService

Commissary Approval Form

Food Establishment and/or Central Preparation Facility

Vendors applying for a City of Longview mobile food unit permit who are seeking to utilize a food establishment or a central preparation facility (CPF), as their commissary MUST submit this form to verify that the facility is permitted and that they have permission to use it as their commissary. **Home based operations are NOT ALLOWED.**

MOBILE FOOD UNIT INFORMATION:

NAME ON MOBILE FOOD UNIT: _____ PERMIT # _____

NAME OF MOBILE FOOD UNIT OWNER: _____

PHONE NUMBER OF MOBILE FOOD UNIT OWNER: _____

COMMISSARY INFORMATION:

NAME OF PERMITTED FOOD ESTABLISHMENT: _____

ADDRESS: _____

STREET

CITY

STATE

ZIP

The following services may be performed at my commissary by the mobile food unit:

- ~ Have access to facility at all times
- ~ Have limited access to facility. If yes, access hours are: _____
- ~ Have access to inside preparation facilities
- ~ Store mobile vehicle overnight
- ~ Wash out truck/cart above a floor drain
- ~ Wash, rinse, sanitize all food surfaces
- ~ Fill with fresh water
- ~ Dispose of waste water
- ~ Store excess product
- ~ Store products requiring refrigeration

The mobile food unit listed above has permission to use my facilities

COMMISSARY OWNER'S NAME (please print) _____

COMMISSARY OWNER'S SIGNATURE _____

*I certify that information provided on this application is true and correct. I furthermore understand that providing false or fictitious information will render this application invalid. I agree to abide by all the policies, rules and regulations set forth by the department. **Failure to comply will result in suspension of the permit or imposition of a fine or both.***

Signature of mobile food unit owner

Texas Driver License #

Date of Birth



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CITY OF LONGVIEW RESTROOM FACILITY AGREEMENT

All City of Longview mobile food units operating at a location two (2) hours or more must provide this Restroom Facility Agreement form confirming the availability of a restroom for use within 300 feet of the vending location during the hours of operation. A valid Restroom Facility Agreement must be on file for each individual location a vendor operates at for two (2) or more hours. **Failure to maintain a valid and accurate Restroom Facility Agreement form may result in permit suspension and/or possible legal charges being filed against the Mobile Food Unit Permit holder.**

Vendors utilizing fixed establishment's restroom facilities must have the top portion of this form filled out and signed by the owner/responsible party of the facility intended for use. Note: Residential restroom facilities may not be utilized for this requirement.

Fixed Establishment Restroom Facility Agreement

I, _____, owner/responsible party for _____
Name of Business Owner/Responsible Party (printed) Name of Business (printed)

located at _____, gives permission to _____
Business Address (printed) Name of Mobile Owner/Responsible Party (printed)

of _____ to use my restroom facilities for their employees during
Name of Mobile Food/Unit (printed)

the mobile unit's hours of operation. I understand that observations of inaccessibility to my restroom facilities during the mobile food unit hours of operation, restroom facilities greater than 300 feet from mobile unit or sewage violations may result in this agreement being rescinded by the City of Longview Environmental Health Division.

Signature of Business Owner/Responsible Party

Printed Name of Business Owner/Responsible Party

Contact Phone Number

Date

Signature of Mobile Food Unit Owner/Responsible Party

Printed Name of Mobile Food Unit Owner/Responsible Party

Date

For Office Use Only